

SIDEWALK CAFÉ

I want to: Set up an outdoor seating area for my restaurant that is accessible only to my patrons.

Do I need a permit? Yes, any use of the public right-of-way, which is defined as the space outside the private property line, requires permission from the District Department of Transportation and usually requires a rental payment for use of the space.

Where do I go to get this permit? 941 North Capitol Street, Suite 2300.

What do I need to bring with me to apply for this permit?

Checklist

1. A completed [Public Space Application](#). _____
2. A notarized copy of the rental (lease) agreement if someone other than the owner of the property is the permittee. _____
3. A copy of a valid occupancy permit for the establishment. _____
4. A public liability [insurance policy](#) covering all use of public space by the permittee _____
5. Fifteen (15) copies of the site plan drawing, to scale, indicating: _____
 - a. The amount of surface space to be used (square footage). _____
 - b. Configuration of all café elements. _____
 - c. Dimension from curb to property line. _____
 - d. Dimension from curb to outer edge of sidewalk café. _____
 - e. Dimension from edge of sidewalk café to the nearest street intersection. _____
 - f. Elevation of any footing details required to construct the sidewalk café. _____
 - g. Clearly identified restaurant entrance. _____
 - h. Sidewalk café entrances (2 required by fire code), if a barrier will be used. _____
 - i. Distance between tables (3 feet for ADA compliance). _____
 - j. Elevation views of tables, chairs and any other objects to be placed on the sidewalk. _____
 - k. Total seating (number of tables and chairs) and total square footage. _____
6. Three (3) 8 x 10 photographs showing front view and views from the right and left of the space proposed for the café. _____
7. Sidewalk Cafés are subject to compliance with **DCMR TITLE 24, Chapter 3**. _____
8. Please present one (1) copy of the site plan and completed application to a Public Space Technician in Suite 2300 for review before submitting full package of fifteen (15) site plans. _____

What else will I need? After making application you will need to give appropriate notice of the application by clearly posting on the proposed sidewalk café location **Notice(s)** that an application has been filed. A notarized **Certification of Notice** demonstrating compliance with the notice requirement must be submitted to the Public Space Committee Coordinator at least one week prior to the Public Space Committee hearing on the application.

How much will this permit cost? The permit will cost \$260. In addition, the sidewalk café rental will be taxed yearly through a calculation of square footage (at \$5.00 per square foot for Unenclosed Cafés and \$10.00 per square foot for Enclosed Cafés) and assessed land valuation by the Office of Tax and Revenue. Please call (202) 727-4TAX for more tax information. Checks or money orders should be made payable to “**DC Treasurer**” Discover, MasterCard and Visa accepted.

How long will the permit application process take? All permit applications for sidewalk cafés must be heard before the Public Space Committee. The average timeframe is 45 to 90 days.

What if I need more information? Call the Public Space Permit office, 202-442-4670, for more information.